**Beginning Teacher Support Program Monitoring**

**Sample Evidences**

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| **NCSBOE Policy**  **TCP-A-004** | **Evidence or documentation to support rating:** |
| **4.00 Induction Requirements** | Materials/Documentation:   * Evidence of allocated funds * BT Orientation agendas * Mentor support documentation: mentor logs; mentor assignment list * PDP (hard copy or online) * Documentation of teacher observation/evaluation (hard copy or online) * BTSP Peer Review documentation * BTSP Plan * BT Surveys * BT Sign-in sheets * Teacher Working Condition survey results   Personnel:   * BT Coordinator * HR Director * BTs * Mentors |
| **4.10 Assignment/Experience Requirements** | Materials/Documentation:   * Copies of teacher licenses * HQT documentation * Recruitment materials * LEA Website – list of vacancies * IHE communication * Early contract/letter of intent sample   Personnel:   * HR Director * Licensure Specialist |
| **4.20 Beginning Teacher Professional Development Plan** | Materials/Documentation:   * PDP (hard copy or online) * Mentor/Principal signatures and dates on PDP * BT surveys * Mentor surveys   Personnel:   * BT Coordinator * HR Director * Beginning Teachers * Mentors |
| **4.30 Optimum Working Conditions for Beginning Teachers** | N/A |
| **4.40 Orientation** | Materials/Documentation:   * BT Orientation agenda * Hire dates for late hires * LEA Calendar for monitored year * BTSP Plan   Personnel:   * BT Coordinator * HR Director * Beginning Teachers * Mentors |
| **4.50 Mentor Assignment/Guidelines for Mentor Teacher Selection** | Materials/Documentation:   * Mentor/Mentee assignment list * Mentor signatures on PDP * Mentor logs * Mentor application * Mentor training/Meeting agendas/Sign-in sheets * Evidence of collaboration with mentor colleagues/mentor meeting minutes * Evidence of ongoing professional development related to mentoring   Personnel:   * BT Coordinator * Mentors |
| **4.55 Mentor Training** | Materials/Documentation:   * Mentor training agenda/sign-in sheets * Mentor training certificates * Mentor Continuum * BTSP Plan   Personnel:   * BT Coordinator/ Mentors |
| **4.60 Observations/Evaluation** | Materials/Documentation:   * Observation/Evaluation documents (hard copy or online) * Record of Teacher Activities * Colleague Observation Matrix * BTSP Plan * Website and/or link to annual evaluation orientation requirements   Personnel:   * HR Director/BT Coordinator |

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| **4.80 Beginning Teacher Support Program Timetable** | Materials/Documentation:   * Mentor assignment list * BT Orientation agenda * PDP (hard copy or online) * Observation/Evaluation documentation * BT Teacher Turnover Report * BT meeting/celebration agendas * BTSP Plan   Personnel:   * BT Coordinator * HR Director |
| **4.90 Conversion Process** | Materials/Documentation:   * Copy of communication provided to beginning teachers who have been rated “Developing” on any of the five NC Professional Teaching Standards * Communication provided to BTs in reference to licensure conversion * BTSP Plan   Personnel:   * HR Director * Licensure Specialist |
| **4.100 Due Process** | Materials/Documentation:   * BT Orientation Agenda * BT Surveys * Evidence of BT/IHE collaboration * BTSP Plan   Personnel:   * HR Director * BT Coordinator |
| **4.120 Beginning Teacher Support Program Plans** | Materials/Documentation:   * BTSP Peer Review documents * Evidence of BT/IHE collaboration * BTSP Plan   Personnel:   * BT Coordinator |
| **4.130 Beginning Teacher Support Program Annual Reports Annual Peer Review and Process and Five Year Formal Review Reports** | Materials/Documentation:   * BTSP Peer Review documents * BTSP Self Assessment * BTSP Plan   Personnel:   * BT Coordinator |